

Camp Endobanah User's Manual

This manual is intended to provide you with an overview of safety procedures, operational information and rules while you are using Camp Endobanah.

This manual should be reviewed before every camp. Your comments are welcome.

Camp Endobanah is maintained and operated by volunteers. This keeps rental costs low. Please do your part to allow this tradition to continue.

DO NOT REMOVE FROM CAMP

PLEASE RETURN MANUAL TO KITCHEN HOLDER

**Camp Endobanah
3672 Monck Road East
Norland ON K0M 2L0**

I. What we provide

Bunk Cabins:

- Bunk beds with mattresses

Kitchen:

- Plates, glasses, mugs, and cutlery
- Cooking utensils, pots and pans
- Commercial fridges and freezers
- Commercial grill, 10 burner stove with 2 ovens, convection oven, conveyor toaster, microwave, coffee makers
- Dishwasher chemicals (no winter use)
- You are welcome to use items such as salt and pepper, vegetable oil, cleansers etc. that you find when you arrive at camp. We don't guarantee their availability

II. What you provide

- All food items
- Dish soap and hand soap
- Cleansers for cleanup, toilet bowl cleaner
- Dish cloths and drying towels
- Toilet paper, hand towels, paper towels
- Garbage bags

III. Lodging

The camp has 6 heated bunk cabins and 5 unheated summer cabins. The sleeping accommodations are:

Admin	-	4
Old Man's Home	-	10 in 3 rooms (2-4-4)
Wee-Jee-Ell	-	10 in 2 rooms (4-6)
Mit-A-Win	-	10 in 2 rooms (4-6)
Shadow A	-	14 in 2 rooms (4-10)
Shadow B	-	14 in 2 rooms (4-10)
Summer Cabins	-	8 in each

IV. Fires

Outdoor fires are only allowed at the campfire circle on the point during the year. It is both unsafe and a mess to clean up if they are lit anywhere else. All campfires should be supervised by an adult. Double check to make sure your campfires are out before you leave camp. Please check with the Coboconk Kawartha Lakes Office for local fire bans and permits before having outdoor fires.

V. Safety

A. *Fire Extinguishers*

All the cabins are equipped with at least one fire extinguisher. The extinguishers are professionally inspected annually. Please note their location when you arrive at camp. Inspect their condition to insure they are in working order. If an extinguisher is discharged or indicates low pressure, please notify the Camp Director.

The kitchen exhaust hood suppression system will self-activate in the event of a fire and a manual pull station is located by the kitchen door. Inadvertent or willful tampering resulting in a false alarm discharge will result in a \$500 refill charge plus cleaning costs to your group.

B. *Smoke Detectors*

All the cabins are equipped with at least one smoke detector. Please inspect their condition and test them to ensure they are in working order when you arrive at camp. Replace the 9-volt battery if it is dead. The batteries are changed bi-annually by Camp Management in April and October. Detectors that go into a nuisance alarm may need a battery change (check that the battery is installed with the correct polarity) or a vacuum cleaning. The smoke detectors in the main lodge may go into alarm when the furnace first starts on a weekend. They normally turn off after 10-15 minutes once the dust is out of the air.

This equipment will ensure the safety of your campers in an emergency. Please stress to your campers the importance of not tampering with the safety equipment.

C. *Fire Plan*

Notices are posted for what to do in the event of a fire. Please review these with your campers before each camp. The Camp Fire Plan is maintained in a separate binder. Please review the Fire Plan and assign a Fire Safety Officer before each camp.

D. *Other*

Routinely inspect and remove any ropes found hanging from elevated objects like the tree fort and bunk beds. They are a potential strangulation hazard.

VI. Check-Out Procedure

Please reserve enough time at the end of your camp to thoroughly clean and prepare the camp for the next group using it. It will be very appreciated by the next campers.

- clean all table, bench, and counter surfaces
- collect and dispose of all trash
- clean and return all equipment back to its original storage position
- check that the campfire and fireplace are out
- clean all toilets
- clean all sinks
- sweep and mop all floors
- wipe the stove and grill clean
- ensure the stove, grill and ovens are off, the main propane supply left on
- dispose of full grease cans
- empty refrigerators and freezers and wipe clean
- mop the Kybo and Shower floors
- unless otherwise directed by camp management, turn off the breakers located in each cabin including the main kybo and shower building. Turn off the individual circuit breakers on the panel in the kitchen ***BUT as indicated leave the main, emergency lights, new washroom, and kitchen light breakers on. Leave the new washroom sub-panel on (located in mop room).***
- prop the refrigerators and freezers open after the power is switched off
- follow the indicated water system shutdown procedures
- check that *all* cabin doors and windows are locked
- lock the gate
- put the key back in the lock box

VII. Power

The main circuit breaker panel is on the inside wall to the left of the kitchen door. Switch the individual breakers to ON to power the camp. Additional individual breaker boxes and light switches are in the various cabins. These may need to be switched on for interior power and exterior lighting. The main kybo and shower building have a separate power supply from the Pines cabin. The power feed to the kybo/showers should be on when you arrive at camp. Power to the summer cabins is supplied from the Mit-A-Win breaker panel.

Conserve Power: Please turn interior and exterior lights off when not in use!

VIII. Water Supply

The water in the Kitchen, Staff Kybos, Main Kybo and Showers is drinkable well water. It is tested monthly for purity.

We have posted the water system maintenance schedule in the basement by the water treatment equipment. If you find you must perform any maintenance such as changing a filter or refilling the water softener tank, please record it on the water system maintenance log sheet.

Table 6 Maintenance Schedule

Equipment	Task	Frequency
Pressure tanks	Inspect and pressure check	Monthly
Softener	Inspect and operational check	Monthly
	Replenish supply tank	As required (not less than 1/3 full)
Cartridge Filters	Operational check	Monthly
	Cartridge replacement	As required to ensure continued operation If pressure differential >10 psi
UV units	Operational check	Monthly
	Quartz sleeve cleaning	As required for continued operation
	Bulb replacement	After 18,000 hours (2 years) of continuous use or when prompted
	UV solenoid valve operational test	Monthly

A. Kitchen

1. Low Water Pressure

Low water pressure in the kitchen is usually a result of material accumulating on the 5-micron filter in the basement:

- Follow the directions posted in the basement to replace the filter element

2. Hot Water Heaters

The hot water heaters are in the basement. If you do not have hot water:

- Check the circuit breaker in the new washroom mop room
- Each tank has a local ON/OFF switch on the wall
- Contact Reliance, their number is on the tank

B. Main Kybo Toilets

All the circuit breaker controls are located in the utility room between the showers and kybo. If the toilets stop flushing contact Shepherd Environmental and Camp Management to have the main kybo septic tanks pumped out. Water is supplied to this building from the main well. If there is no water, check to ensure the valve located on the lake-facing wall in the basement is open.

1. Hot Water Heater, Main Kybo and Shower Building

The propane water heater is in the utility room. If there is a lack of hot water check the pilot lights on the heater. Follow these steps to re-light:

- follow pilot light directions
- Contact British Empire Fuels for service if it won't re-light

C. UV Water Filter

The UV water filter is in the basement and Main Kybo utility room. They provide purification in the event of contamination of the well water.

The UV water filter beeps in alarm, switches the remote indicator light off and will cut-off the water supply when it malfunctions. If the filter goes into alarm, follow the reset directions posted in the basement. High humidity conditions can create heavy condensation on the quartz sleeve resulting in false alarms on the UV intensity sensor. UV sensor alarms are sometimes caused by poor electrical connection and can be fixed by pulling the sensor's blue electrical connector gently out of its socket on the UV system. Contact the Camp Director if the problems persist.

D. Showers

The shower building is supplied with water from the well. If there is low pressure check the following in the utility room:

- Ensure the filter in the housing to the left of the hot water tank is clean.

IX. Kitchen Grill and Stove

Please dispose of grill grease cans before they overflow. Cans can be placed in the freezer to solidify before disposing them in a garbage bag. Replacement cans are in the kitchen. Please clean up any spills.

Ensure the grill, burners and ovens are turned off when leaving camp!

X. Septic/Holding tanks

There are 2 holding tanks for the Main Kybo and 1 holding tank for the Kitchen and Staff Washrooms.

If the toilets back up contact Shepherd Septic Systems to arrange a pump out.

Conserve Water! Help keep our Septic service bill low.

XI. Graffiti

Please stress to your campers there should be no graffiti put on any of the camp property.

XII. Telephone

There is a cellular telephone in the Kitchen. It is locked but can be used to make emergency calls. Report any trouble with the phone equipment to the Camp Director. The camp phone number is 705-790-6808.

A telephone contact list is in the Admin building and kitchen.

XIII. Windows and Screens

If a window or screen is broken, please make the effort to replace it. Glass and screening can be purchased from the Hardware store in Coboconk.

XIV. Playing Fields at ball diamond and front of main lodge

Do not drive on the playing field surfaces.

No fires.

XV. Furnace

The furnace in the main lodge is controlled by a thermostat by the kitchen door. If the furnace will not work:

- Turn up the thermostat a few degrees and see if the furnace turns on
- Check that the furnace power switch located near the furnace is in the “on” position.
- Check that the circuit breaker is in the “on” position
- Check the filter and replace if dirty
- Check that the pilot light is on. Follow the directions to relight the pilot
- Contact British Empire Fuels and request a service call

XVI. Propane

Propane is used to heat water for the Main Kybo and Tiger Showers, run the kitchen stove and griddle, and heat the main lodge. Check the levels of propane when you arrive at camp. If the propane level is below 10% call British Empire Fuels to order fuel.

A strong rotten egg odor could be a result of:

- the propane tanks getting close to being empty
- gas line leak or rupture

Extinguish all open flames. Ventilate the building. Contact British Empire Fuels.

XVII. Garbage and Recycling

All garbage is to be bagged and placed in the bin by the playing field. Garbage pick-up is every second Monday (every Monday in July and August). DO NOT leave bags outside of the bin as they will be opened up by animals. Keep the bin latched to discourage raccoons and bears.

Do not leave any cardboard boxes or cartons behind. Either burn them or place them in the garbage bin.

We do not recycle as there is no one to bring the empty bins back to camp during the week. You have the option of taking any recyclables home or placing them in the garbage bin.

XVIII. Rules

No firearms or fireworks.

Respect the neighbours, be aware of your noise level. Please do not run the kitchen exhaust fans unnecessarily.

Outdoor fires are to be lit in the campfire circle only. Check local fire-ban regulations.

Leave the camp cleaner than you found it. Follow camp check-out procedures.

Repair and report all damage that occurs while you are at camp.

No food, beverages, or cooking apparatus in sleeping cabins.

Pets must have proof of rabies vaccinations.

Observe all standard safety procedures and practices including those pertaining to watercraft and swimming.

No smoking in any camp building.

Do not tamper with smoke detectors, fire extinguishers or lifesaving equipment.

No Graffiti.

No alcohol or drugs.

Read and follow the guidelines of the camp Fire Safety Manual.

It is your responsibility to ensure your leaders, staff and campers understand and comply with the Rules and Regulations of Camp Endobanah.

XIX. Other users of the camp

A. *The Cabin and the Pines Cabin*

These buildings and the vicinity around them are not included in the rental of Camp Endobanah. Please respect their privacy. The Pines can be rented by your group if additional space is needed.

XX. Vandalism

Report any signs of vandalism to the Camp Director.

XXI. Winter Camp

A. *Water Supply*

The camp water supply for the Main Kybo and Tiger Showers is turned off from November until the end of April. **DO NOT USE THESE BUILDINGS.** Please follow the shutdown/start-up procedures posted for the water system for the Kitchen and Staff Washroom.

B. *Lake ice*

The ice on the river and at the river mouth is very thin. **Stay away from these areas!** Always check ice conditions before going on to the frozen lake.

XXII. Hazards Caution

- IT IS EACH GROUP'S RESPONSIBILITY TO ENSURE THE SAFETY AND WELL-BEING OF THEIR CAMPERS.
- SNOW AND ICE REMOVAL FROM STEPS, PORCHES AND PATHWAYS IS YOUR RESPONSIBILITY WHEN YOU ARE USING THE CAMP. CAMPERS SHOULD BE MADE AWARE THAT SLIPPERY CONDITIONS MAY EXIST.
- PATHWAYS BETWEEN AND AROUND CABINS ARE MAINTAINED IN THEIR NATURAL FOREST STATE. ACCORDINGLY, TRIP HAZARDS MAY BE PRESENT DUE TO ACCUMULATION OF MATERIAL AND/OR EROSION. CAMPERS SHOULD BE MADE AWARE THAT UNSTABLE GROUND CONDITIONS MAY EXIST. USER GROUPS MUST TAKE CORRECTIVE ACTION IF HAZARDS ARE KNOWN TO EXIST.
- CAMPERS SHOULD BE INSTRUCTED TO EXERCISE CAUTION IN AND AROUND THE RIVER, LAKE AND SHORELINES. STAY OFF LAKE ICE.
- THE TREE FORT AND PLAYGROUND EQUIPMENT SHOULD BE USED UNDER ADULT SUPERVISION ONLY.
- A PROPERLY SIZED LIFE JACKET MUST BE WORN WHEN CANOEING. USAGE OF THE CANOES IS AT YOUR OWN RISK.
- PLEASE REPORT ANY HAZARDOUS CONDITIONS TO CAMP MANAGEMENT.

I. WHAT WE PROVIDE	2
II. WHAT YOU PROVIDE	2
III. LODGING	2
IV. FIRES	3
V. SAFETY	3
A. Fire Extinguishers	3
B. Smoke Detectors	3
C. Fire Plan	3
D. Other	3
VI. CHECK-OUT PROCEDURE	4
VII. POWER	4
VIII. WATER SUPPLY	5
A. Kitchen	5
1. Low Water Pressure	5
2. Hot Water Heaters	5
B. Main Kybo Toilets	5
1. Hot Water Heater, Main Kybo and Shower Building	6
C. UV Water Filter	6
D. Showers	6
IX. KITCHEN GRILL AND STOVE	6
X. SEPTIC/HOLDING TANKS	6
XI. GRAFFITI	6
XII. TELEPHONE	7

XIII. WINDOWS AND SCREENS	7
XIV. PLAYING FIELDS AT BALL DIAMOND AND FRONT OF MAIN LODGE	7
XV. FURNACE	7
XVI. PROPANE	7
XVII. GARBAGE AND RECYCLING	8
XVIII. RULES	8
XIX. OTHER USERS OF THE CAMP	9
A. The Cabin and the Pines Cabin	9
XX. VANDALISM	9
XXI. WINTER CAMP	9
A. Water Supply	9
B. Lake ice	9
XXII. HAZARDS CAUTION	10